

### SPOT CHECK REPORT

Field Office \_\_\_\_\_ County \_\_\_\_\_ Program Year \_\_\_\_\_

Farmer's Name and Address \_\_\_\_\_

Farm No. \_\_\_\_\_ Tract No. \_\_\_\_\_ Field No. \_\_\_\_\_

Referral No. \_\_\_\_\_ Program Code/Description \_\_\_\_\_  
NRCS Practice Code/Amount \_\_\_\_\_

#### COST-SHARE DOCUMENT:

- Servicing of cost share document recorded in CAMPS Referral Database? \_\_\_\_\_
- NRCS portion of cost share document completed properly? \_\_\_\_\_
- Cost share document signed and dated by DC? \_\_\_\_\_
- Quantities reported on document correct? \_\_\_\_\_

#### DESIGN AND LAYOUT SURVEY:

- Responsible employee's Job Approval Authority Chart up-to-date? \_\_\_\_\_
- Employee's Approval Authority adequate for this practice? \_\_\_\_\_
- Engineering design and layout field notes in prescribed format? \_\_\_\_\_
- Practice properly designed? \_\_\_\_\_
- Appropriate forms completed? \_\_\_\_\_

#### CONSTRUCTION CHECK SURVEY:

- Construction check-out date \_\_\_\_\_ Date practice reported \_\_\_\_\_
- Engineering field notes in prescribed format? \_\_\_\_\_
- Check-out quantities agree with reported quantities? \_\_\_\_\_
- Practice certification statement, signed and dated by responsible employee, included? \_\_\_\_\_

#### CONSERVATION PLAN:

- Planning records adequate? \_\_\_\_\_
- Practice needed and properly planned? \_\_\_\_\_
- Practice included in conservation plan? \_\_\_\_\_

#### SPOT CHECKER'S CERTIFICATION:

Do the plans and specifications meet the standard? \_\_\_\_\_  
Does this practice meet the plans and specifications? \_\_\_\_\_

By:

\_\_\_\_\_  
Name Title Date

#### COMMENTS:

\_\_\_\_\_